

13 October 1981

MEMORANDUM FOR: President, Employee Activity Association

STAT FROM : [redacted]
Executive Officer, Employee Activity Association

STAT SUBJECT : Sustained Superior Performance Award -
[redacted]

STAT 1. [redacted] has been employed as a bookkeeper by the EAA since May 1968. She has steadily grown in competence, knowledge and proficiency and truly does an outstanding job of keeping the EAA books and advising EAA management. While the recent Audit Report of 1980 EAA operations is the fruit of the labors of many, a large portion of the credit for this favorable report goes to [redacted] My respect for her and the manner in which she performs her work has come not only from my long-term observation of her efforts but also from the favorable comments of others. They include various members of the audit staff, a representative of the Virginia Unemployment Compensation Division, and two auditors of the Internal Revenue Service. Each has volunteered the same comment that if all books were kept in as good an order as [redacted] does for EAA, their work would be greatly simplified. STAT

STAT 2. Were [redacted] an employee of CIA, she would certainly be deserving of recognition for her sustained superior performance. Since she is an EAA employee, I believe that the Association should give her similar recognition. I therefore recommend that she be awarded \$500 as an EAA "Special Accomplishment Award" for her sustained superior performance and dedicated contribution to the Association. STAT

[redacted]

APPROVED:

President, EAA

Date

Distribution:

Original - Addressee
(return to originator)
1 - President, EAA
1 - BSD/EAA

Approved For Release 2003/11/06 : CIA-RDP85-00375R000300140010-4

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25 September 1981

STAT

NOTE FOR:

I discussed the questionnaire with who had never seen it before nor knew of it. He guessed that it was prepared by the lady who serves as secretary to the Ski Club. She spoke with him sometime ago questioning whether other "volunteers" for EAA were experiencing problems acting in that capacity.

STAT

Attachment A is the list of so-called volunteers, in that they serve as points of contact for the various EAA organizations, e.g. if someone calls Phil on the telephone and says, "I am new in the Agency and I want to find out about joining the Glee Club." Phil would put them in touch with

STAT

Because the Ski Club has over 200 members and schedules frequent activities all year long, I would imagine that the lady handling this activity would receive more telephone calls than any of the other clubs, etc.

It seems to me that this is something of a personal matter, not being conducted with the blessing of EAA, and probably not necessary. If is aware of who drafted it, it might be better if we met with them to see just what the problem is.

STAT

Attachment B is the list of EAA contacts in other Agency buildings that you and I previously discussed.

STAT



Attachments:
As Stated

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QUESTIONNAIRE

Please answer the following questions and return to address indicate on the reverse side.

1. Do your superiors consider your volunteer EAA work to be "personal"

YES _____ NO _____

REMARKS:

2. Do you find yourself "sneaking around" so to speak in order to accomplish tasks your are involved in on an EAA sponsored activity

YES _____ NO _____

REMARKS:

3. Have you ever been reprimanded by your superiors for tasks you perform as an EAA volunteer?

YES _____ NO _____

REMARKS:

4. Has your volunteer work in the EAA ever been reflected in fitness reports (negatively or positively)?

YES _____ NO _____

REMARKS:

DO YOU THINK IT SHOULD BE:

5. Do you think an Agency Hqs Notice dealing with the above would help make your EAA volunteer work easier?

YES _____ NO _____

REMARKS:

Your signature is requested in order that it be recognized that this questionnaire was filled in by an individual who has in fact worked as an EAA volunteer

NAME _____

CLUBS IN WHICH YOU HAVE BEEN ACTIVE

2. _____
3. _____

1. _____

STAT

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YES _____

NO _____

REMARKS:

4. Has your volunteer work in the EAA ever been reflected in fitness reports (negatively or positively)?

YES _____

NO _____

REMARKS:

DO YOU THINK IT SHOULD BE:

5. Do you think an Agency Hqs Notice dealing with the above would help make your EAA volunteer work easier?

YES _____

NO _____

REMARKS:

Your signature is requested in order that it be recognized that this questionnaire was filled in by an individual who has in fact worked as an EAA volunteer

NAME _____

CLUBS IN WHICH YOU HAVE BEEN ACTIVE

1. _____

2. _____

3. _____

4. _____

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EMPLOYEE ACTIVITY ASSOCIATION INC.
Balance Sheet
31 December 1980 and 1979

ASSETS

	1980	1979
Current Assets:		
Cash on hand and in bank	\$ 44,638.37	\$ 35,853.57
Savings and investments	45,236.09	41,981.10
Accounts receivable	(109.40)	91.62
Merchandise inventory	59,596.90	59,455.49
Prepaid expense	2,405.05	542.50
Total current assets	<u>\$151,767.01</u>	<u>\$137,924.28</u>
Equipment:		
Less: Reserve for depreciation	31,886.00	30,356.00
Total	<u>18,395.75</u>	<u>15,246.42</u>
	13,490.25	15,109.58
Total Assets	<u><u>\$165,257.26</u></u>	<u><u>\$153,033.86</u></u>

LIABILITIES AND NET WORTH

Current Liabilities:		
Accounts payable - trade	\$ 29,337.78	\$ 24,375.52
Accounts payable - tickets	1,557.12	1,578.26
Accounts payable - instructors	1,808.00	679.50
Accounts payable - other	550.00	550.00
Taxes payable	4,873.65	4,160.22
Deposits on special orders	256.88	449.22
Accrued expenses payable	1,827.15	1,052.29
Total liabilities	<u>\$ 40,210.58</u>	<u>\$ 32,845.01</u>
Net Worth:		
EAA Fund Balance, 1 January	\$120,188.85	\$175,072.65
Adjustment during year	356.65	(63,700.00)
Net gain for the year	4,501.18	8,816.20
EAA Fund Balance, 31 December	<u>\$125,046.68</u>	<u>\$120,188.85</u>
Total Liabilities and Net Worth	<u><u>\$165,257.26</u></u>	<u><u>\$153,033.86</u></u>

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The Redskins

P.O. BOX 2400 • WASHINGTON, D.C. 20013 • PHONE 546-2222

PAYMENT MUST BE MADE BY MAY 15, 1981

STAT

YOUR ACCOUNT NO.

TOTAL SEATS
250

AMOUNT DUE	32,500.00
------------	-----------

BASED ON 10 GAME
HOME SCHEDULE

STAT EMPLOYEE RECREATION ASSN

--

CIA BLDG
MCLEAN VA
22101

RENEWAL INVOICE

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR FULL PAYMENT IN THE ENCLOSED ENVELOPE.

The Redskins

P.O. BOX 2400 • WASHINGTON, D.C. 20013 • PHONE 546-2222

SEC	ROW	SEATS	PRICE	SEC	ROW	SEATS	PRICE
235	06	07/14	1,040.00	235	07	07/14	1,040.00
235	08	07/14	1,040.00	235	09	08/15	1,040.00
235	10	08/15	1,040.00	235	11	10/15	780.00
235	13	09/16	1,040.00	235	14	11/16	780.00
236	09	01/12	1,560.00	236	16	01/16	2,080.00
236	11	01/16	2,080.00	236	12	01/16	2,080.00
236	13	01/16	2,080.00	236	14	01/14	1,820.00
309	04	07/08	260.00	310	11	09/10	260.00
311	13	16/19	520.00	311	19	17/26	1,300.00
312	06	01/03	1,040.00	312	07	01/08	1,040.00
312	11	04/17	1,820.00	312	13	01/22	2,860.00
312	15	01/26	2,600.00	312	16	20/23	520.00
315	04	10/15	780.00				

YOUR ACCOUNT NO.

Please show your account
number on checks, money
orders, communications
and OUTSIDE of envelopes.

PLEASE
MAKE ALL CHECKS PAYABLE
TO
THE REDSKINS

YOUR CANCELLED CHECK
IS YOUR RECEIPT

SEE IMPORTANT INSTRUCTIONS ON THE
OTHER SIDE.

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RENEWAL: Approved For Release 2003/11/06 : CIA-RDP85-00375R000300140010-4
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is not transferable. Your tickets are a revocable license. Resale is prohibited. Any season ticket holder who advertises for sale and/or sells his season tickets for a price in excess of the face value thereof will have those tickets revoked.

CHANGES OF ADDRESS: For your protection, changes of address must be in writing and mailed to the Redskins Ticket Office, RFK Stadium, Washington, D.C. 20003.

TICKET PICK-UP: Season ticket pick-up will begin June 8th thru July 18th. You are urged to personally pick up your tickets during this period. Hours will be 9:00 A.M. to 6:00 P.M., Monday thru Friday, and 9:00 A.M. to 12:00 Noon on Saturday, at the Main Entrance to RFK Stadium. Tickets not picked up will be mailed First Class.

NOTICE: Keep your tickets in a safe place. The Redskins are not responsible for the replacement of lost, stolen, mutilated or destroyed tickets.

RENEWAL TERMS AND INSTRUCTIONS

Please read carefully

- PAYMENT:
- Payment in full is due no later than May 15, 1981. Failure to make payment by that date will result in cancellation of season tickets. Mail payment in the envelope provided. We regret we are unable to accept payments at the Redskins Ticket Office. No refunds can be provided once payment has been made.
 - If you decide to purchase tickets for only the eight regular season home games, you should reduce the amount shown on the renewal invoice by 2/10ths or 20%.

1981 SEASON TICKET PRICES:

Mezzaine	\$200.00
400 Series	160.00
200, 300, 500 & 1-53 Series	130.00
100 Series	100.00

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FROM _____

THE REDSKINS

Post Office Box 2400

Washington, D. C. 20013

PLACE
STAMP
HERE



WASHINGTON REDSKINS TICKET OFFICE
R.F.K. STADIUM
2001 EAST CAPITOL STREET
WASHINGTON, D.C. 20003

PHONE 202-546-2222

Dear Season Seat Holder

Despite the disappointing 1980 season, we enthusiastically look forward to the coming season with our new Head Coach, Joe Gibbs and his newly recruited staff of top assistants. We believe the Redskins' 1981 offense, exciting and innovative, coupled with our proven defense, should please all Redskin fans.

In spite of inflation and increasingly higher costs, there is no change in prices this year. The enclosed invoice is for a 10-game package, including 2 Pre-Season games. Although the two Pre-Season games are optional, we hope you will show your support of the Redskins by subscribing to both of them:

Kansas City Chiefs August 7

Minnesota Vikings August 14

Please read the instructions on the invoice for the renewal of your 1981 season tickets. To retain your seats, payment in full must be made by May 15, 1981

We look forward to seeing you at all ten games in 1981.

Kind regards from the Redskin family.

Yours very truly,

Bobby Beathard
General Manager

STAT



Pre-Season

August 7 — Home — Kansas City Chiefs (8-8)
August 14 — Home — Minnesota Vikings (9-7)*
August 22 — Away — Baltimore Colts
August 28, 29, or 30 — Away — New England Patriots

Regular Season

Home Opponents

New England Patriots (10-6)
Baltimore Colts (7-9)
Detroit Lions (9-7)
San Francisco 49'ers (6-10)
Philadelphia Eagles (12-4)*
Dallas Cowboys (12-4)*
St. Louis Cardinals (5-11)
New York Giants (4-12)

(Dates to be Determined)

*1980 Playoff Team

Road Opponents

Buffalo Bills (11-5)*
Miami Dolphins (8-8)
Los Angeles Rams (11-5)*
Chicago Bears (7-9)
Philadelphia Eagles (12-4)*
Dallas Cowboys (12-4)*
St. Louis Cardinals (5-11)
New York Giants (4-12)



Head Coach Joe Gibbs was introduced to the Washington Area media January 13 in a press conference at Redskin Park.

1981

Redskins Coaches

HEAD COACH

Joe Gibbs

Pro Career: Offensive backfield coach, St. Louis Cardinals (Don Coryell), 1973-77; Offensive co-ordinator, Tampa Bay Buccaneers (John McKay), 1978; Offensive co-ordinator, San Diego Chargers, (Don Coryell), 1979-80. Led NFL in passing offense both years, setting all-time NFL mark in 1980.

College Coaching Career: Offensive line coach, U of Arkansas (Frank Broyles), 1971-72; Offensive line coach, U of Southern California (John McKay), 1969-70; Offensive co-ordinator, Florida State, (Bill Peterson), 1967-68; Offensive line coach, San Diego State (Don Coryell), 1964-66.

College Career: Played tight end, linebacker and guard under Don Coryell at San Diego State, 1961-63; Played at Cerritos Junior College (CA), 1959-60; Has Masters Degree in Physical Education.

Personal: Born November 25, 1940, Mocksville, North Carolina. Graduated from Sante Fe Springs High, California. Married to Patricia Escobar and has two sons, J. D. and Coy. He is a two-time racquetball national champion and ranked second in the over-35 category in 1978.

ASSISTANT HEAD COACH

Dan Henning

Pro Career: QB's, receivers, passing game coach, Miami Dolphins (Don Shula), 1979-80; Receivers coach, New York Jets (Lou Holtz, Walt Michaels), 1976-78; QB's, receivers coach, Houston Oilers (Bill Peterson), 1972.

College Coaching Career: Florida State, 1968-70 (with Gibbs), 1974; Virginia Tech, 1971, 1973.

Personal: Born June 21, 1942, Bronx, New York. Played QB at William & Mary, 1960-63 and with the San Diego Chargers, 1966; and Norfolk Neptunes of the Continental League. Henning and his wife, Sandra, have five children: Mary K, Patty, Danny, Terry and Mike.

DEFENSIVE CO-ORDINATOR

Richie Petitbon

Pro Career: Secondary coach, Redskins, 1978-present; Secondary coach, Houston Oilers, 1974-77.

Career: Played 14 years as safety, 1959-72, with 48 career interceptions and four Pro Bowl appearances. As second-round pick by Chicago Bears, he set five club interception records and earned all-pro honors on 63 world championship teams. After being traded to Rams, he helped them to Western title and later came to Redskins (1971-72) and was a member of the '72 Super Bowl team.

Personal: Born April 18, 1938, New Orleans, LA. Played QB at Tulane, earning team MVP and all-SEC honors. Richie and his wife, Beverley, have three children: Hope, Richie, Vicki-Leigh.

DEFENSIVE LINE COACH

LaVern "Torgy" Torgeson

Pro Career: Defensive line coach, Los Angeles Rams, 1978-80; Defensive co-ordinator, Redskins, 1971-77; Defensive line coach, Los Angeles Rams, 1969-70; Defensive line coach, Pittsburgh Steelers, 1962-68; Defensive line coach, Redskins, 1959-61; Played linebacker for Detroit Lions, 1951-54 and Redskins, 1955-58; earned all-pro honors five times in his eight seasons, playing 94 of 96 games.

Personal: Born February 28, 1929, LaCrosse, WA. Played center-linebacker for Washington State, 1948-50. Married to Nola Carmichael and has two daughters: Teri, Tami.

SPECIAL TEAMS COACH

Wayne Sevier

Pro Career: Special teams coach, San Diego Chargers, 1979-80; Special teams coach, Atlanta Falcons, 1976; Special assignments coach, St. Louis Cardinals, 1974-75.

Career: Athletic director/head football coach, Kellogg, Idaho, High, 1977-78; Coach, Cal Western University, 1968-69; Head coach, San Diego High Schools, 1965-67, 1970-73.

Personal: Born July 3, 1941, San Diego, CA. Was Don Coryell's first starting quarterback at San Diego State, 1961-62. Graduated with academic distinction in mathematics. He and his wife, Ramona, have four children: Mike, Lorine, Thane and Anna.

OFFENSIVE CO-ORDINATOR

Joe Bugel

Pro Career: Offensive line coach, Houston Oilers (Bum Phillips), 1977-80. Allowed fewest sacks in NFL, 1978, and set club rushing and passing records, 1980; Offensive line coach, Detroit Lions, (Rick Forzano), 1975-76.

College Coaching Career: Offensive line coach at Ohio State (Woody Hayes), 1974; Iowa State, 1973; Navy, 1969-72; Western Kentucky, 1964-68.

Personal: Born March 10, 1940, Pittsburgh, PA. Played guard at Western Kentucky, 1960-62. Earned Masters Degree in Guidance and Counseling. Joe and his wife, Brenda, have three children: Angie, Holly and Jennifer.

OFFENSIVE BACKFIELD COACH

Don Breau

Coaching Career: Backfield coach, U of Arkansas (Lou Holtz), 1977-80; Backfield coach, U of Texas (Darrell Royal), 1975-76; Backs and receivers coach, U of Florida, 1973-74; Backfield coach, U of Arkansas, 1968-71; Backfield coach, Florida State, 1966-67; Coached on 10 post-season Bowl staffs.

Personal: Born August 3, 1940, Jennings, LA. Quarterbacked McNeese State, 1959-61, earning all-conference honors. He and his wife, Marleen Marie, have two daughters: Kara Lynn, Shiela Marie.

LINEBACKERS COACH

Larry Peccatiello

Pro Career: Defensive coach, linebackers, Seattle Seahawks, 1976-80; Linebackers coach, Houston Oilers, 1972-75.

College Coaching Career: Defensive co-ordinator, Rice, 1971; Defensive coach, Florida State, 1970; Defensive coach, Navy, 1969; Defensive coach, William & Mary, 1961-68.

Personal: Born December 21, 1935, Newark, NJ. An all-conference receiver and now member of Hall of Fame at William & Mary. He and his wife have four children: three daughters and a son.

TIGHT ENDS COACH

OFFENSIVE SCOUTING REPORTS

Warren Simmons

Career: Assistant coach, Cerritos (CA) Junior College, 1976-80; Assistant coach, California State-Fullerton College, 1972-75; Head coach/athletic director, Sante Fe High, 1967-71.

Personal: Born February 25, 1942, Poughkeepsie, NY. Played center at San Diego State, 1963-65, under Don Coryell with Gibbs and Sevier as teammates. Warren and his wife, Carol, have two children: Rod, Karen.

THE WASHINGTON REDSKINS AND ALMAS TEMPLE SHRINE A.A.O.N.M.S. have agreed to continue the former (1962-1971) Annual Shrine Pro Football Game. The 1981 game will be held between the Washington Redskins and the Kansas City Chiefs on Friday, August 7. The "Shriners" will appreciate the season ticket holders purchasing their season tickets for this 12th Shrine Pro Football Game.

MEMBERSHIP DUES INCREASE

As a result of the substantial increase in EAA operating costs in recent years, the EAA Board has approved an increase in membership dues, effective 1 January 1982. Annual \$3.50, Patron (5 years) \$14.00, and Sponsor (lifetime) \$25.00. This is the first dues increase in the past eight years.

Renewals or new memberships before 1 January 1982 will be at the old rates.

EAA Board of Directors

STAT

UP - TO - DATE
RECORDED INFO

JOIN EAA
DO IT TODAY

SALES CONDUCTED
NORTH CONCOURSE
11:00 A.M. — 1:00 P.M.

1982 BUDGET
SUMMARY & GRANT REQUEST

Club or Activity

MEMORANDUM FOR: EAA Board of Directors
THROUGH : EAA Coordinator

A. Activity Financing for 1981:

1. Number of members in 1981
Total dues from members _____
EAA Grant received _____
Other funds _____

Total _____
2. Summary of EAA Grant Receipts and Expenditures
Complete form on back of this form !

B. Financial Plan for 1982:

1. Number of members anticipated
Total dues from members _____
EAA Grant desired _____
Other funds _____

Total _____
2. Planned use of funds: _____

_____ -

C. Remarks: _____

D. Budget Request must be in the EAA Office, 1F 93 Hqs.,
on or before close of business 14 December 1981.

Activity Leader: _____ Extension: _____

CONTINUATION: A-2 from front page:

I. EAA Grants Received:

<u>Date</u>	<u>Amount Received</u>
_____	_____
_____	_____
_____	_____
Total Received 1981: _____	
Carry-over from 1980: _____	
Total Funds available for 1981: _____	

II. Expenditures

<u>Nature of Expenditure</u>	<u>Amount</u>	<u>Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total Expended in 1981: _____		

ATTACH RECEIPTS AND OTHER DOCUMENTS WHICH ARE EVIDENCE OF YOUR ACTIVITY'S EXPENDITURE.



22 May 1981

Dear EAA Member,

The EAA Board of Directors and the EAA Staff would like to extend their thanks to you for your past support.

As you know, the EAA was organized in order to provide its members with an opportunity to participate in a variety of activities and services. Along that line, we hope that you have had the opportunity to utilize our Store, participate in some or all of our athletic programs, and take advantage of the many social-cultural activities subsidized by EAA.

Many members have found our activities in the self-improvement area such as instructional classes in automobile maintenance, bridge, art, aerobix dancing, karate, etc. to be extremely beneficial.

We believe that EAA will continue to grow and to provide a series of expanding and satisfying programs.

We note that your membership in the EAA is about to expire and have attached a membership renewal application which we hope that you will complete and return.

An EAA Annual Membership still costs \$3.00, but an even better bargain is the Patron for five years at a cost of \$12.00, or a Sponsor which gives lifetime membership for a cost of \$25.00.

Thank you,

EMPLOYEE ACTIVITY ASSOCIATION

